

**SITE OPERATIONS CIRCULAR NO. 2009**  
Office of School of Innovation & Integrated Youth Services

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** October 5, 2018

**To:** Senior High School Principals and Vice Principals;  
Area Superintendents

**Subject:** ADVANCED PLACEMENT (AP) AND INTERNATIONAL  
BACCALAUREATE (IB) EXAM ADMINISTRATION AND  
PAYMENT OF FEES

**Department and/or  
Persons Concerned:** Senior High School Principals and Vice Principals;  
Advanced Placement (AP) Coordinators; International  
Baccalaureate (IB) Coordinators, Finance Clerks

**Attachments:**

- 2018-19 Student Eligibility Verification;
- 2018-19 Student Eligibility Verification (Spanish Version);
- 2018-19 Statement of Income Eligibility;
- 2018-19 Statement of Income Eligibility (Spanish Version);
- 2018-19 Federal Income Eligibility Guidelines;
- 2018-19 Federal Income Eligibility Guidelines (Spanish Version);
- 2018-19 San Diego Unified AP/IB School Inventory Worksheet;
- 2018-19 San Diego Unified AP Cashier Deposit Form;
- 2018-19 San Diego Unified IB Cashier Deposit Form;
- 2019 Advanced Placement Exam Schedule;
- 2019 International Baccalaureate Exam Schedule

**Brief Explanation:**

This circular provides information regarding Advanced Placement (AP) and International Baccalaureate (IB) exam administration, fees, and payment.

**A. General Overview**

High school students enrolled in Advanced Placement (AP) courses have the option to take end-of-course AP exams. Students who are not enrolled in AP courses may also elect to take the exams. Students who choose to take AP exams are responsible to pay the AP exam fee.

High school students enrolled in International Baccalaureate (IB) courses have the option to take end-of-course IB exams. Students who choose to take IB exams are responsible to pay the IB exam fee and IB registration fee.

All students who qualify for the free and reduced lunch program are considered income-eligible and pay the reduced price of \$5.00 per AP and IB exam. The district will subsidize all IB registration fees for students who qualify for free and reduced lunch.

### **B. Cost of Exams for Students**

AP/IB exam fees should be collected from students and may not exceed the following amounts:

- \$94.00 per regular AP
- \$5.00 per regular AP exam for income-eligible students (free/reduced lunch students)
- \$142.00 per AP Capstone exam
- \$5.00 per AP Capstone exam for income-eligible students (free/reduced lunch students)
- \$119.00 per regular IB exam
- \$5.00 per IB exam for income-eligible students (free/reduced lunch students)
- \$172.00 for IB exam registration
- No cost for IB exam registration for income-eligible students (free/reduced lunch students)

Sites offering IB courses must also offer AP courses in order to ensure that all students have equitable access to earn weighted credit without paying for or taking an AP exam.

### **C. Site Responsibilities**

- Schools must notify, register, and order AP/IB exams for students by the deadlines set by the College Board and the International Baccalaureate Organization.  
AP - <https://apcentral.collegeboard.org/courses/exam-dates-and-fees>  
IB - <http://www.ibo.org/programmes/diploma-programme/assessment-and-exams/exam-schedule/>
- Schools must collect fees from students, select and train proctors, properly administer and return exams according to the organizations administration coordinators manual, complete invoices, and ensure payment as directed by the deadlines.  
AP - [http://apcentral.collegeboard.com/apc/public/ap\\_coordinators/index.html](http://apcentral.collegeboard.com/apc/public/ap_coordinators/index.html)  
IB - <http://www.ibo.org/become-an-ib-school/fees-and-services/assessment-fees-and-services/>
- Schools may use services to assist with AP/IB registration; however, such costs may **NOT** be passed on to students.
- School sites will submit the 2018-19 San Diego Unified AP/IB School Inventory Worksheet to Rachel Amato by **Friday, May 24, 2019.**

### **D. Procedure for Receipt of District Assistance towards Advanced Placement (AP) Exam Costs for Income-eligible Students (Accounts Payable Specialist - Cristi Childers)**

- 1) Collect AP exam payment from students. **No post-dated checks will be accepted.** Payment plans must be invoiced in the Blue Bear system and payment collected monthly. An aging of outstanding balances needs to be reviewed monthly and should have a zero balance before the end of the fiscal year.
- 2) Deposit amount collected from students into your site ASB Trust Fund (AP Fees).

- 3) *Submit and approve a requisition for the full amount of all exams at your site by **Friday, April 19, 2019***. Creation of the requisition should be created as a lot order for the estimated amount for all AP exams. Use the following budget string on your requisition ~~XXXX-00028-00-4305-1000-1110-01000-0000~~ XXXX-90050-00-4305-1000-1110-01000-0000.
- 4) Process the online invoice on the College Board website after the administration of the AP exams, <https://apordering.collegeboard.org>. Print a copy of the AP exam invoice.
- 5) Send an email with an attached electronic copy of the AP Exam invoice to Distribution Services, [supctrec@sandi.net](mailto:supctrec@sandi.net). The subject of the email should read "College Board AP Exams" and the body should read "Services have been rendered. OK to pay Purchase Order (PO) # xxxxxx." Please Cc Cristi Childers and Rachel Amato on this email.  
Submit the original AP invoice to your Accounts Payable Specialist (Cristi Childers, Ed Center Room 3141) along with your requisition/P.O. number by **Friday, May 24, 2019. Payments should not be made from the ASB accounts directly to the AP exam provider.**
  - i. This may present a challenge as the ePro requisition deadline is mid-April and the AP invoices are not generated until after the exams are held.
  - ii. Our suggestion is that the Financial Clerk creates a requisition based on an estimate of exam fees in April. Once they have the invoice in May, the requisition should be updated to reflect the actual charges.
- 7) To deposit the amount collected from students from your ASB Trust Fund (AP Fees) into your site budget string, cut a check and complete the 2018-19 San Diego Unified AP Cashier Deposit Form and send the deposit form and check through school mail to the Cashier (Ed Center Room 3251).
- 8) Submit any remaining balance in the ASB Trust Fund (AP Fees) to the District before **Friday, May 31, 2019**.

The Accounts Payable department will complete and send payment for exams by drawing funds from your site account ~~XXXX-00028-00-4305-1000-1110-01000-0000~~ XXXX-90050-00-4305-1000-1110-01000-0000 and adding the additional funds to cover the difference in the cost of exams for income-eligible students.

**All invoices for AP exams must be paid in full by Friday, June 7, 2019 or a \$225.00 late payment fee will be assessed.** The school site must pay for any late assessment. To prevent incurring a late fee, your site should notify Strategic Sourcing and Contracts that the requisition has been updated so that a PO is created. After the PO is created, submit the invoice to Accounts Payable with the principal's signature approving payment and the PO number.

**E. Procedure for Receipt of District Assistance towards International Baccalaureate (IB) Exam Costs for Income-eligible Students**

- 1) Collect IB exam payment from students. **No post-dated checks will be accepted.** Payment plans must be invoiced in the Blue Bear system and payment collected monthly. An aging of outstanding balances needs to be reviewed monthly and should have a zero balance before the end of the fiscal year.

- 2) Deposit amount collected from students into your site ASB Trust Fund (IB Fees).
- 3) Submit and approve a requisition for the estimated amount of all exams at your site by **Friday, April 19, 2019**. Creation of the requisition should be created as a lot order for the estimated amount for all IB exams. Use the following budget string on your requisition ~~XXXX-00038-00-4305-1000-1110-01000-0000~~ XXXX-90050-00-4305-1000-1110-01000-0000.
- 4) Process the online invoice for exams after the exam administration.
- 5) Send an email with an attached electronic copy of the IB Exam invoice to Distribution Services, [supctrec@sandi.net](mailto:supctrec@sandi.net). The subject of the email should read "International Baccalaureate Exams" and the body should read "Services have been rendered. OK to pay Purchase Order (PO) # xxxxxx." Please Cc Mercedes Wiles and Rachel Amato on this email.
- 6) Submit the invoice to your Accounts Payable Specialist (Mercedes Wiles, Ed Center Room 3141) along with your P.O. number by **Friday, May 24, 2019**. **Payments should not be made from the ASB accounts directly to the IB exam provider.**
- 7) To deposit the amount collected from students from your ASB Trust Fund (IB Fees) into your site budget string, cut a check and complete the 2018-19 San Diego Unified IB Cashier Deposit Form and send the deposit form and check through school mail to the Cashier (Ed Center Room 3251).
- 8) Submit any remaining balance in the ASB Trust Fund (IB Fees) to the District before **Friday, May 31, 2019**.

The Accounts Payable department will complete and send payment for exams by drawing funds from your site account ~~XXXX-00038-00-4305-1000-1110-01000-0000~~ XXXX-90050-00-4305-1000-1110-01000-0000 and adding the additional funds to cover the difference in the cost of exams for income-eligible students.

All invoices for IB exams must be paid in full by **Friday, June 7, 2019**, or a \$225.00 late payment fee will be assessed. The school site must pay for any late assessment. To prevent incurring a late fee, your site should notify Strategic Sourcing and Contracts that the requisition has been updated so that a PO is created. After the PO is created, submit the invoice to Accounts Payable with the principal's signature approving payment and the PO number.

**F. Important Dates and Deadlines** – Note: next year's deadline will be moved up significantly and information will be shared during professional development workshops, emails, and future site operations circulars.

- **September 2018** – Annual AP participation materials are mailed to schools at the attention of the principal, with the exception of AP Studio Art materials sent to teacher.
- **Friday, February 22, 2019** – Deadline for SSD coordinators to submit requests for testing accommodations for students with disabilities.
- **Friday, March 1, 2019** – AP Coordinators can begin to place orders for AP Exam pre-administration materials. Orders placed for pre-administration materials by March 13 will be delivered by April 5. Orders placed for pre-administration materials between March 14 and April 3 will be delivered by April 15.

- **March 29, 2019**– Priority deadline for schools to order AP Exams from College Board. Submit orders by this date to ensure timely processing and delivery.
- **Wednesday, March 29, 2018** – Deadline for ordering pre-administration materials from College Board for delivery by.
- **Friday, April 12, 2019** – Extension deadline for ordering regularly scheduled exams from College Board. Each order received after this date incurs a \$55 fee, which the school site will be responsible for.
- **Friday, April 12, 2019** – Final deadline for schools to order AP Exams from College Board. No orders will be accepted after this date. Orders placed by April 19 will be delivered by April 29, 2019.
- **Friday, April 19, 2019** – Last day to submit to Accounts Payable to approve requisition for total cost of exams.
- **Monday, May 6** – May 2019 Advanced Placement Exam Administration Begins.
- **Friday, May 17** – May 2019 Advanced Placement Exams Administration Ends.
- **Friday, May 24, 2019** – Deadline to submit AP Exam invoice and P.O. number due to Accounts Payable. Deadline to submit the 2018-19 San Diego Unified AP/IB School Inventory Worksheet, AP Exam Invoice and/or IB Test Fee Summary to Rachel Amato.
- **Friday, May 31, 2019** – Deadline to submit any remaining balance in ASB Trust Fund (AP/IB Exam student funds collected) into the site budget string.
- **Friday, June 7, 2019** – Final district postmark deadline for mailing of payment for AP/IB exams.
- **July 2019** – AP Score reports available online; recipients of AP Scholar Award, AP International Diploma, and/or AP Capstone Awards can login to print certificates.

#### **H. Attachments**

- Attachment 1: 2018-19 AP/IB Student Eligibility Verification
- Attachment 2: 2018-19 AP/IB Student Eligibility Verification—Spanish version
- Attachment 3: 2018-19 AP/IB Statement of Income Eligibility
- Attachment 4: 2018-19 AP/IB Statement of Income Eligibility—Spanish version
- Attachment 5: 2018-19 AP/IB Federal Income Eligibility Guidelines
- Attachment 6: 2018-19 AP/IB Federal Income Eligibility Guidelines—Spanish version
- Attachment 7: 2018-19 San Diego Unified AP/IB School Inventory Worksheet
- Attachment 8: 2018-19 San Diego Unified AP Cashier Deposit Form
- Attachment 9: 2018-19 San Diego Unified IB Cashier Deposit Form
- Attachment 10: 2019 Advanced Placement Exam Schedule
- Attachment 11: 2019 International Baccalaureate Exam Schedule

For information regarding Advanced Placement (AP) payments, contact Accounts Payable Specialist Cristi Childers at (619) 725-7683 or [cchilders@sandi.net](mailto:cchilders@sandi.net).

For information regarding International Baccalaureate (IB) payments, contact Accounts Payable Specialist Mercedes Wiles at (619) 725-7641 or [mwiles@sandi.net](mailto:mwiles@sandi.net).

For additional information on Advanced Placement or International Baccalaureate programs, contact Advanced Studies Resource Teacher Rachel Amato at (619) 725-7308 or [ramato@sandi.net](mailto:ramato@sandi.net).

APPROVED:

A handwritten signature in black ink, appearing to read "Cheryl Hibbeln". The signature is fluid and cursive, with a large initial "C" and "H".

Cheryl Hibbeln

Executive Director, Office of School Innovation & Integrated Youth Services